

## IMPORTANT ADDITIONAL INFORMATION:

- Employers who contract with third party reporting agencies will not need to change the way they report.
- Our friendly and knowledgeable **HELP LINE** staff is available during normal business hours to answer your questions and assist you with all aspects of UICONNECT.
- Once you have submitted your electronic filing, print a copy for your records.
- UICONNECT will send you an email confirmation of your filing, making it essential that your email address is correct.

### HELP LINE

402.471.9898

M–F • 8:00 AM–5:00 PM  
(Central Time)

Equal Opportunity Employer/Program  
TDD 1.800.833.7352

ui154607-05

## DIRECTORY OF TAX REPRESENTATIVES

Tax Representatives are available and ready to answer any questions regarding unemployment insurance tax.

### GRAND ISLAND

1306 West Third (68801)  
Phone: 308.385.6327  
Fax: 308.385.6081

Larry Rudolf

### OMAHA

1313 Farnam St., Ste. 200  
(68102)  
Phone: 402.595.3089  
Fax: 402.595.3114

Earline Jackson,  
U.I. Field Supervisor

Eric Robinson  
Gerald Britt, Jr.  
Merry Hinton  
Robert Kelly  
Tom Zadina  
Monty McClean  
Patty Stamps

### HASTINGS

Landmark Center  
2727 W. 2nd St. (68901)  
Phone: 402.462.1871  
Fax: 402.462.1896  
Jayne VanEmmerick

### LINCOLN

550 South 16th St.  
P.O. Box 94600 (68509)  
Phone: 402.471.9835  
Fax: 402.471.9994  
TDD: 800.833.7352

Jim Kubovy,  
U.I. Field Manager

Walter Malson  
Trish Heimann  
Lori Enstrom  
Kelly Slama  
Mark Long

### NORFOLK

105 East Norfolk Ave.,  
Ste. 100 (68701)  
Phone: 402.370.4408 (Doug)  
Phone: 402.370.4409 (Steve)  
Fax: 402.370.4414

Doug Shelton  
Steve Furby

### NORTH PLATTE

306 E. 6th St., Ste. 160  
(69101)  
Phone: 308.535.8177 (Mike)  
Phone: 308.535.8337 (Liz)  
Fax: 308.535.8085

Mike Rich  
Liz Evans

### SCOTTSBLUFF

1717 Ave. C (69361)  
Phone: 308.632.1411  
Fax: 308.632.1414

Barb Fritzler

For inquiries regarding unemployment benefit claims or claims processed call 402.458.2500.

**NEBRASKA  
UNEMPLOYMENT TAX  
LAW CHANGES!**

## ELECTRONIC FILING AND PAYMENT REQUIREMENT FOR UNEMPLOYMENT INSURANCE TAX

Learn how easy it is to file and pay  
electronically!



NEBRASKA  
DEPARTMENT OF LABOR

[uiconnect.ne.gov](http://uiconnect.ne.gov)

## ELECTRONIC FILING AND PAYMENT REQUIREMENT FOR UNEMPLOYMENT INSURANCE TAX

Effective January 1, 2010, all employers with gross payroll over \$100,000 in either of the two preceding years are required to use an electronic method for reporting and paying Unemployment Insurance Taxes. UICONNECT was developed by the Nebraska Department of Labor to allow businesses to electronically calculate and pay taxes due, saving time and money. More than 25,000 Nebraska businesses have chosen to use UICONNECT because it is quick and easy.

### CHECK IT OUT—IT'S EASY!

Go to [uiconnect.ne.gov](http://uiconnect.ne.gov). 'Take the Tour' on the home page and see how simple it really is.

You will login using the Employer Account Number and PIN that is printed on your quarterly combined tax report. Once logged in, you can go to 'Account Services' to create your own permanent PIN.

#### *Neb. Rev. Stat. § 48-648.01*

"The Commissioner may require any employer whose annual payroll for either of the two preceding calendar years has equaled or exceeded \$100,000 to **file** combined tax returns and **pay** combined taxes owed by electronic method..."

### FILING OPTIONS

There are multiple ways to electronically submit your wage detail at UICONNECT.

#### 1 Manual Entry

You may manually enter each employee's Social Security Number, name & gross quarterly wages. (This method is suggested for companies that have 25 employees or less.)

Once you have filed this way, in subsequent quarters you will have an 'autoload SSN' button appear. Clicking on this button will automatically load your employees' permanent information. You will only have to enter the current quarter's wages for each employee. There are features available to add or remove employees.

#### 2 FTP

File Transfer Protocol (FTP) is designed for larger employers. There are four file format choices, each creating a single file that you upload. This is extremely quick and efficient. You can locate the specifications for each format type under 'Select a Category,' FTP File Specs.

#### 3 Spreadsheet

If you already have your quarterly wage information in a spreadsheet, you may make some minor adjustments, save it as a CSV (comma delimited) file type, and upload it to UICONNECT.

By selecting the 'Combined Wage & Tax' option,

UICONNECT will calculate your excess wages and taxes due. You may file the reports separately by selecting the 'Tax Only' and 'Wage Only' options. This will allow you to use wages earned in another state in the excess wage calculation.

### ELECTRONIC PAYMENT

As you proceed through the electronic filing of your tax report, UICONNECT will ask how you will pay your tax due. Since you are required to pay electronically, simply select Electronic Funds Transfer (EFT). The next page will request your checking account information. You may select a payment date through the filing deadline.

- This is an ACH debit transaction.
- There are no pre-arrangements necessary.
- There are no fees for this transaction from this agency.
- UICONNECT utilizes state-of-the-art security.

The Nebraska Department of Labor now accepts payment through ACH Credits. Contact our Help Line at 402. 471.9898 to receive the ACH Credit application specifications.

Reimbursable Employers can make payment through the ACH Debit or Credit processes.